PARTNERSHIP IN TRAINING AND EDUCATION

CERTIFICATION CATEGORIES

Business Administration

- Customer Service Representative
- Human Resource Certification Institute
- International Institute of Business Analysis
- PRINCE2
- Project Management Institute
- Six Sigma
- And MORE!

Information Technology

- Cisco
- CompTIA
- EC-Council
- IBM
- Linux Professional Institute
- Microsoft
- Novell
- Oracle
- Sun Microsystems
- And MORE!

DESKTOP SKILLS COURSEWARE

- Adobe Software Suites
- Microsoft Office 2003 and 2007
- Microsoft Windows Vista
- Microsoft Windows 7
- And MORE!

NOTE: Online Courseware Learning is not institutionally accredited through the Accrediting Commission of Career Schools and Colleges, and therefore is not approved for Financial Aid (Title IV Funding).

ENROLL TODAY! Eligible employees can sign up for online courses utilizing Tuition Assistance Program funds. The City of El Paso is offering this new form of online training to meet the divergent needs of its employees.

Enrolling is Easy!

Employees are responsible for enrolling with Western Technical College directly and will be able to access all purchased courses via online through the established link within the Human Resources Department website.

1. Enrollment in this program will require a $25.00 annual registration fee.
2. Each course will cost $50.00.
3. Tuition Assistance Program (TAP) will reimburse the $25.00 annual registration fee and will allow a maximum of two (2) on-line courses per year, however, an employee may take as many courses as desired per year.
4. These on-line courses through Western Technical College will be counted towards your allowable TAP requirement of five (5) classes per year. An employee already active in the TAP program cannot concurrently take credit courses and on-line courses.
5. In order to be reimbursed through TAP, the first two courses must be related to the work performed for the employee's current job specification. Thereafter, employees pay for all their courses at the special rate of $50.00 per course.

Online Courseware Features

» Numerous courses are recommended and approved by several certification organizations and professional societies for continuing education units, as well as the American Council on Education (ACE) for college credits.

» Over 850 individualized courses in Business Administration and Professional Development.

» Approximately 1,500 individualized courses in Information Technology.

» Desktop PC curriculum comprised of 350 individualized courses.

» Over 400 courses offered in Spanish.

» Professional Career Tracks for over 150 industry-standard CERTIFICATIONS from nationally recognized organizations.

» Over 20,000 online textbooks and reference guides.

» Continuously updated, and can be accessed at anytime from anywhere.

TO ENROLL OR FOR MORE INFORMATION

City of El Paso

Contact the Human Resources Department at City Hall, at 541-4504.

Western Technical College

Department of Online Courseware Learning
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Email: online@westerntech.edu